

ASSOCIATE ACCOUNTANT

DEFINITION

To perform complex and specialized duties in professional accounting, analysis, and maintenance of budget revenues, expenditures, assets, liabilities, fund equities, and other financial records. Provide accounting services for the Redevelopment Agency and or any other special assessment budgets; compile financial statements, budgeting/forecasting revenues, and expenditures and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the accountant series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Accountant class in the level of responsibility, complexity, and specialization of duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Provides financial accounting services for the Redevelopment Agency and/or any specialized function of the City, which includes compiling and/or interpreting complex financial statements, budgeting/forecasting revenues and expenditures, and other duties as required.

Plan, assign, supervise, and review the work of assigned staff.

Prepare, analyze, and reconcile a variety of complex financial records and statements.

Prepare and review bank reconciliation for City's general and payroll accounts.

Review monthly investment reports.

Prepare and record special transaction reports and journal entries.

Implement internal controls to ensure the accuracy of fixed asset records.

Conduct departmental or business audits and prepare reports regarding findings.

Review internal and external City and other related entities' audit reports.

Assist in special projects as assigned.

Develop and recommend improvements to expedite work and improve accuracy.

Assist in the preparation of budgets and revenue estimates.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of governmental accounting and public finance.

Generally accepted accounting principles, practices, and procedures.

Principles of governmental accounting, budgeting, and public finance.

Technical knowledge of California redevelopment law and the various reporting requirements imposed by the State of California.

Reporting laws and requirements of various state and federal agencies, insurance, and financial firms.

Basic business data processing principles and applications.

Modern office practices and procedures; computer equipment, and software applications related to assignment.

Financial mathematics.

Principles and practices of supervision, training, and performance evaluations.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Prepare comprehensive and clear financial statements and reports and fiscal records; analyze, reconcile, and comprehend complex financial records, statements, and reports.

Prepare written reports and make recommendations.

Conduct departmental or business audits.

Exercise good judgment in the application and interpretation of policy, regulations and procedures related to assignment.

Provide technical assistance in specialized activities and follow up as required.

Train, motivate, and evaluate assigned staff.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional accounting, preferably with a governmental agency, including one year of supervisory or lead responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in accounting or a related field.

PHYSICAL DEMANDS

Ability to sit for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use keyboard to communicate through written means; lift and carry weight of 15 pounds or less for varying periods of time; see in the normal vision range with or without correction; hear in the normal range with or without correction.

6/05